

## LANCASTER COUNTY DEFENSE ELIGIBILITY TECHNICIAN

### NATURE OF WORK

This is responsible human service work involving interviewing potential Public Defense clients and evaluating their eligibility for representation.

Work involves responsibility for securing complete and accurate information from applicants requesting indigent defense services. The individual within this class will apply uniform court rules, guidelines and policies to determine financial eligibility for court appointed legal representation. Supervision is provided by an administrative superior with work reviewed in the form of reports, conferences and accuracy of information obtained. Supervision may be exercised over volunteers, student interns or part-time staff.

### EXAMPLES OF WORK PERFORMED

Conduct personal interviews with applicants to secure demographic and financial information; evaluate and determine applicant eligibility for representation; refer eligible applicants to appropriate counsel and ineligible applicants to community resources.

Develop, coordinate and implement a system for maintaining applicant files and statistical data to be used in program evaluation; compile reports to be presented to management and the Indigent Defense Screener Steering Committee; develop a control system to conduct random applicant verification checks of employment status, income, assets and debts.

Coordinate and direct the work of assigned volunteers, student interns or part-time staff; perform routine clerical duties including data entry, typing, reception and filing tasks; prepare reports concerning applicant eligibility/ineligibility, program activities and adherence to program policy guidelines.

Provide information to callers regarding eligibility criteria and application requirements; prepare and distribute correspondence to applicants, outside community resources and appropriate court systems.

### DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of modern law office practices, methods and procedures.

Knowledge of interview practices and techniques.

Knowledge of court proceedings related to the determination of indigence.

Ability to communicate effectively both orally and in writing.

Ability to conduct face-to-face interviews with persons from culturally diverse backgrounds and request/obtain personal and sensitive information.

Ability to efficiently prioritize work and complete assignments within designated timelines.

Ability to establish and maintain effective working relationships with clients, co-workers, court personnel and the general public.

Ability to coordinate and direct the work of volunteers, student interns and part-time staff as assigned.

#### DESIRABLE TRAINING AND EXPERIENCE

Associate degree in paralegal studies and some experience in a human service or legal environment.

#### MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent plus experience in a human service or legal environment or any equivalent combination of training and experience which provides the desirable knowledges, abilities, and skills.

Approved by: \_\_\_\_\_  
Personnel Director

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Department Head

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